



GEORGIA DEPARTMENT OF  
COMMUNITY HEALTH

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# Georgia Health Partnership EDI Ramp Manager Testing Community

Submitter Quick Start User's Guide  
Powered By: HP Enterprise Services

Version 0.3 (DRAFT)



## Document Control

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## 1 Introduction

Hello and welcome to Georgia Health Partnership's HIPAA Testing community. This site is designed and offered to our clients as an effective way in which to test HIPAA Transactions and show due diligence in meeting the federally mandated specifications of the Administrative Simplification Compliance Act (ASCA). While this service offers a strategic short-term solution, Georgia Health Partnership's community provides a long-term investment in communicating with and enabling our Submitter relationships.

### 1.1 Getting Started

In order to access Georgia Health Partnership's community, please navigate to the following web page address:

<https://sites.edifecs.com/?gamedicaid> and the following screen will appear:

Georgia Health Partnership

Home

Welcome to the Georgia Health Partnership Ramp Manager System

Logon

Username:

Password:

**Sign In**

Mode: Secure  
[Recover password](#)  
[Recover username](#)  
[Register for an account](#)

Technical Support

For technical support, please email [support@edifecs.com](mailto:support@edifecs.com)

Request an Account & Client Support

Request an Account or for support and/or assistance, please [register](#)

Welcome to the Georgia Health Partnership Ramp Management System

A community enablement portal created to facilitate the exchange of information and testing requirements specific to the Georgia Health Partnership HIPAA compliant electronic transactions, which include: Georgia Medicaid and Peach Care for Kids.

→ Register for a GHP account    → Validate and Certify your files  
→ Review community guidelines    → Access community information

This site is configured to provide support to providers and vendors submitting (or intending to submit) electronic transactions to Georgia Medicaid & Peach Care for Kids using the HIPAA compliant ANSI X12N format. The site provides a number of utilities to test, troubleshoot and verify that transactions process successfully against the Georgia Program requirements.

→ To access public information, please click here:  
→ [EDI Provider Readiness Portal](#)

Please enter the user name and password and click "OK". Note that if a user forgets their password, they may click "**Recover Password**", and a system-generated password will be electronically mailed to the e-mail address listed in the user's profile.



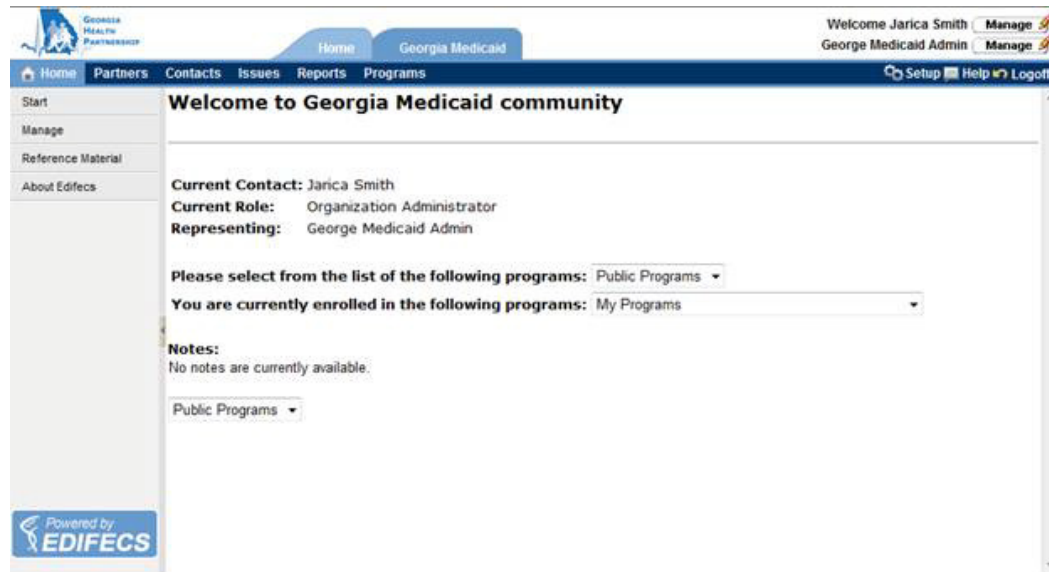
Georgia Health Partnership EDI Ramp Manager

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## 2 Home Tab

Once the user has successfully logged into the Community, the user is defaulted to the “Home” tab for the community. This tab is where welcome messages or community updates and information are kept. The view also provides a quick glance and confirmation that a specific user of a specific Submitter is signed on to the site.



### 2.1 CommerceBar

The CommerceBar is the blue bar located on the far left of the page. This bar houses “navigational” links that will allow the user to browse the information associated with the “Home” Tab. Please note that this bar is customizable by Georgia Health Partnership, but the concept remains the same. If an item is listed on the CommerceBar, it will take the user to additional information.

The “Reference material” link found on the “Home” tab is where information is kept that pertains to the community as a whole. For example, an FAQ on how to change a user’s password, or this user’s guide in how to use the Community is listed above. The reference material listed on the Welcome page is different from that found in a program. Information posted within a program is specific to that particular task.

The Georgia Provider Readiness web portal (<http://providerinfo.mmis.georgia.gov/providerprereadiness/home.aspx>) – contains supplemental information for the Georgia Health Partnership implementation. Please refer to this site for additional information.



Georgia Health Partnership EDI Ramp Manager

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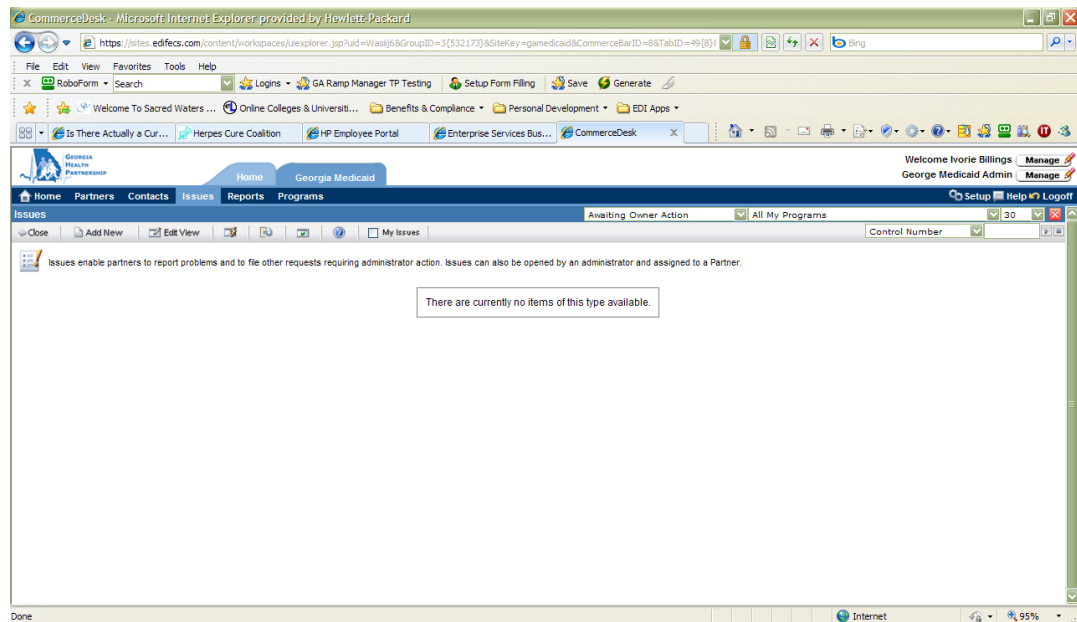


### 3 Issues

The “Issues” functionality on the “Home” Tab is a very important aspect for a user when seeking clarifications or resolutions from Georgia Health Partnership in regards to the community perspective. It is used to send feedback, request information, or to submit a problem.

Further into this document, there are two places in which an issue can be submitted. The structure follows the same layout as the “reference material”. For example, a user could post a question concerning the discussion in regards to hearing about a new standard being mandated under HIPAA vs. posting an issue that pertains to a specific program found under the “My Programs” Tab.

How to submit an issue: Please click on “Issue” on the CommerceBar. The following screen will show:



From this screen, please click “Add New”. The “Open Issue” wizard will show:



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**Field 1** is the Subject name of the Issue that the user is filing. Please try to make this header descriptive of what the issue, question, or feedback is about.

**Field 2** is where the user can assign certain characteristics to the issue that is being filed.

**Status** – Denotes the current standing of the issue. There are five statuses:

1. Open Community Owner – The issue is open and pending response from Georgia Health Partnership.
2. Open Partner – The issue is open and pending response from the Submitter.
3. Closed Pending Community Owner Confirmation – The issue is closed and awaiting signoff from Georgia Health Partnership. For example, the Submitter figured out the issue themselves, or found resolution elsewhere. They posted the response and closed the issue and are informing Georgia Health Partnership of the action.
4. Closed Pending Partner Confirmation – The issue is closed and awaiting signoff from the Submitter. For example, Georgia Health Partnership answered the issue and is waiting for the Submitter to acknowledge and or accept the response.
5. Closed – Final resolution or response.

Some Issues will go through multiple status changes. All change history is tracked within the original status.



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Severity denotes the importance of the issue to the user. There are five levels of severity:

1. Critical
2. Serious
3. Important (Default Value)
4. Routine
5. Defer.

Categories denote the community breakdown of what an Issue relates to. For example, if there is a "Suggestion" category, and the user was submitting a "Suggestion", that option would be chosen. Please note that these categories are customizable by Georgia Health Partnership.

Once the user has filled in all Fields, please scroll to the top and click "Save and Close". The view will change back to the "Program Issues" view, and the issue just submitted will appear. All issues submitted both at the Home Tab and My Program Tab remain in the "Issues" link and will not disappear.

### About Georgia Health Partnership

This link will take you to GEORGIA HEALTH PARTNERSHIP's home web site.

### About HP Enterprise Services

This link will take the user to the HP Enterprise Services' home web site.



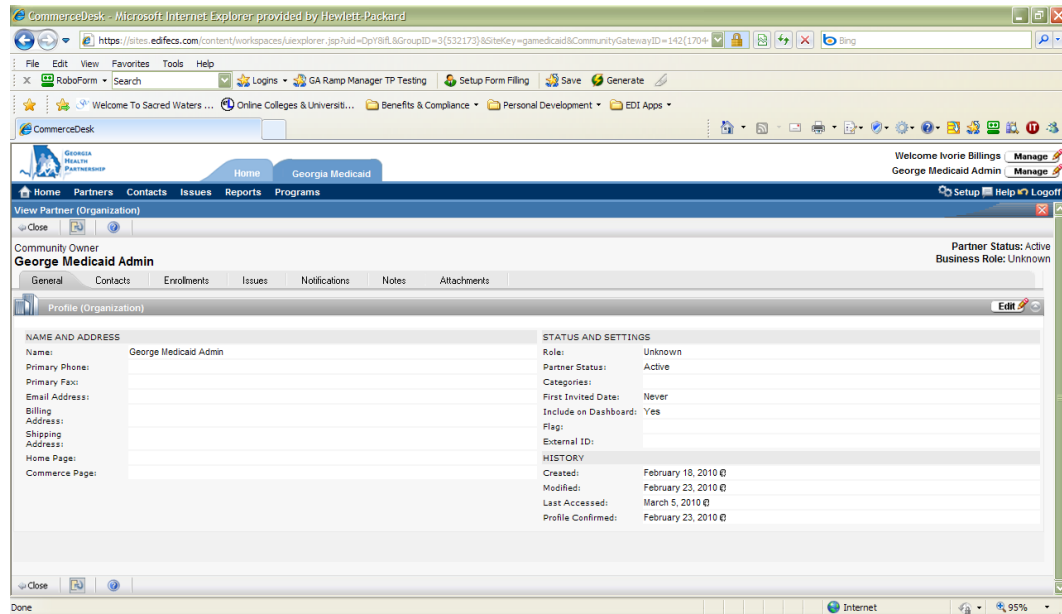
Georgia Health Partnership EDI Ramp Manager

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## 4 My Organization Tab

Clicking the “My Organization” tab will take the user to the Community Dashboard. As noted previously, the blue bar on the far left of the page is another “CommerceBar” and provides the same navigational functionality.



### 4.1 CommerceBar

The CommerceBar is the blue bar located on the far left of the page. This bar houses “navigational” links that will allow the user to browse the information associated with the “Home” Tab. Please note that this bar is customizable by Georgia Health Partnership, but the concept remains the same. If an item is listed on the CommerceBar, it will take the user to additional information.

#### 4.1.1 Start

This navigational link will take you back to the “Community Dashboard” on the “My Organization” Tab. Clicking the “My Organization” tab is the same as “Start”.

#### 4.1.2 Members

This link will take the user to a list of all members that are registered on Georgia Health Partnership’s HIPAA Testing Environment and are a member of the submitter’s organization. This link is also the same as the menu choice “Manage Community Members (Users)”. A submitter user does not have permission to modify this list.



#### 4.1.3 Inbox

The Inbox is where all notifications (e-mails) sent by Georgia Health Partnership, are housed. When the "Inbox" link is clicked, a list of all notifications received will appear. Click on the notification to be read. Notifications cannot be deleted from this box. This link is also the same as the menu choice "Manage Community Inbox".

### 4.2 Community Dashboard

This view provides links that allows the submitter user to manage their profile and enrollment information.

#### 4.2.1 Manage Community Members (Users)

This link will take the user to a list of all members that are registered on Georgia Health Partnership's HIPAA Testing Environment and are a member of the submitter's organization. This link is also the same as the CommerceBar choice "Members". A submitter user does not have permission to modify this list.

#### 4.2.2 Edit My Organization Profile

The organization profile includes key contact information, identifiers, and other information for use by other submitters.

#### 4.2.3 Edit My User Account

The information housed here is data that pertains to a specific user account. This information can be the same or different from the Submitter Organization of which the user is a member. This is also where a user can modify their password.

#### 4.2.4 Manage Community Inbox

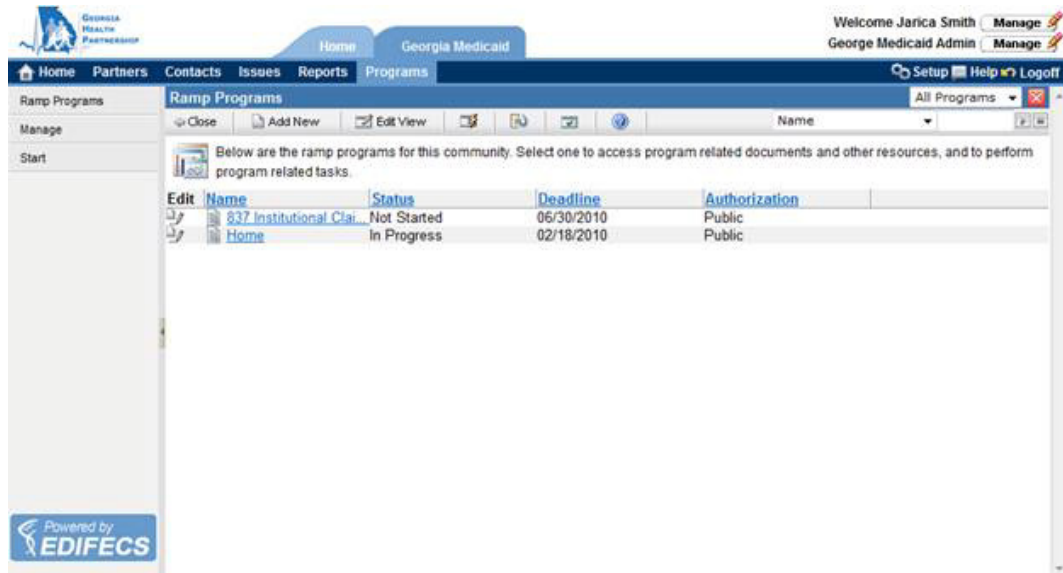
The Inbox is where all notifications (e-mails) sent by Georgia Health Partnership, are housed. When the "Manage Community Inbox" link is clicked, a list of all notifications received will appear. Click on the notification to be read. Notifications cannot be deleted from this box. This link is also the same as the CommerceBar choice "Inbox".



## 5 My Programs Tab

This tab navigates the user to the list of programs that they are currently enrolled. A user has the flexibility to pick and choose what program they would like to complete first.

A program and its subset of tasks, is the business objective that is to be completed by a user. Georgia Health Partnership monitors progress of this completion.

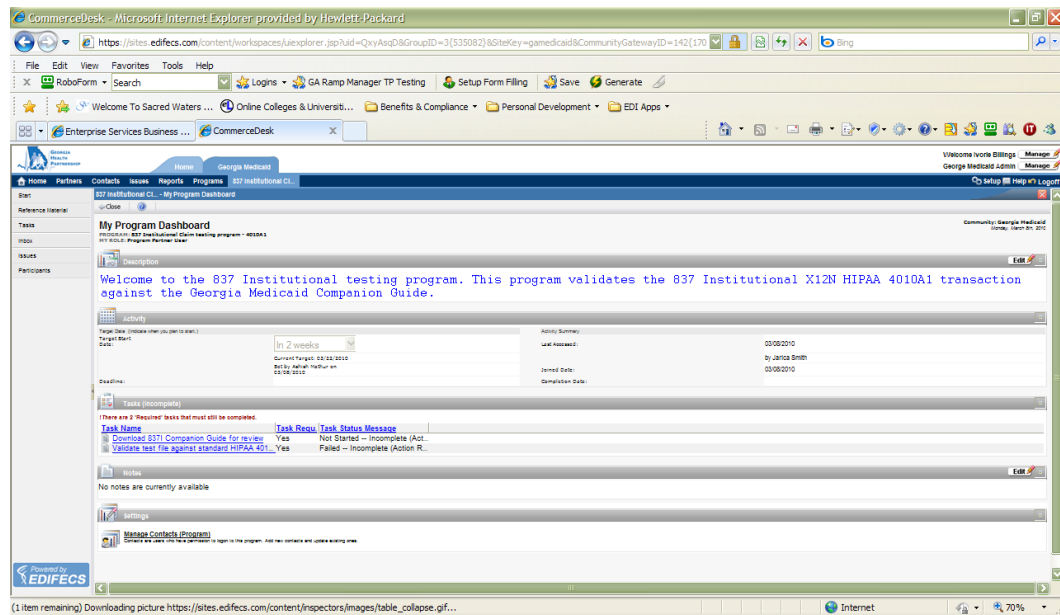


Using the above graphic as an example, the user would click on the program “837 Institutional Claims”. In doing so, the Program’s Welcome page will appear and give a brief description of what the business objective to be completed entails.

Once the user clicks on the Program “Validate HIPAA Transactions”, the following page becomes visible:



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The architecture of the community remains the same down through each level. The blue bar on the far left side of the screen is another CommerceBar with new links visible, and contains options that apply only to the “Validate HIPAA Transactions” program.

### 5.1 CommerceBar

The bar to the left is commonly referred to as the “Commerce Bar”. This area of the web page allows the user to quickly maneuver within the program. This bar denotes the following options:

#### 5.1.1 Start Here

By clicking “Start Here”, the user will always be brought back to the main page of the program.

#### 5.1.2 All Required Tasks

By clicking “All Required Tasks”, the user will be directed to the step-by-step tasks necessary to complete the “837 Institutional Claims” program. Start by clicking there!

#### 5.1.3 Inbox

By clicking “Inbox”, the user will be directed to a page that lists all notifications (e-mails sent to a user by the Community). Notifications can consist of community and program statuses, as well as direct communications specific only to your organization.





#### 5.1.4 Issues

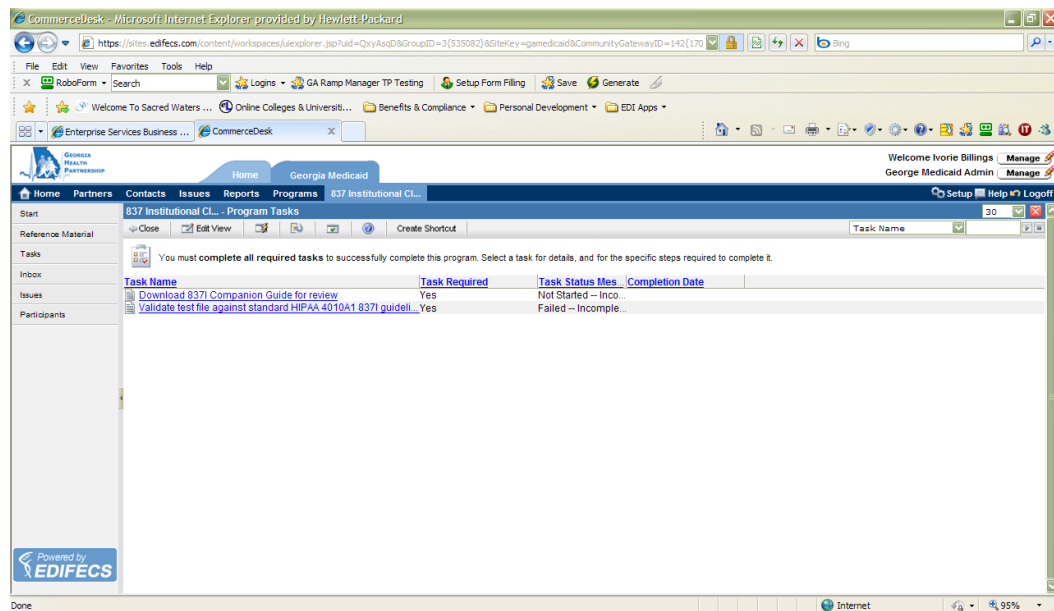
By clicking “Issues”, the user will be directed to a page that lists all public issues for this specific program. Please note that EPM 3.2 claim issues should not be reported through Support Magic, but through this site.

#### 5.1.5 Reference Material

By clicking “Reference Material”, the user will be directed to Georgia Health Partnership specific documentation. This information is posed to assist the user in completing tasks within this specific program.

### 5.2 Completing a Task

By clicking the link “All Required Tasks”, the user will be taken to the list of tasks that are listed for this specific program.



#### 5.2.1 Task Name

The Task Name is a short description that outlines the basic requirement to be accomplished.

#### 5.2.2 Required

“Required” designates whether or not the task listed is a requirement of completing the program. If a task has “Yes” as required, then it must be completed. If the task has “No” listed, then the task is optional and will not keep the user from completing the program.

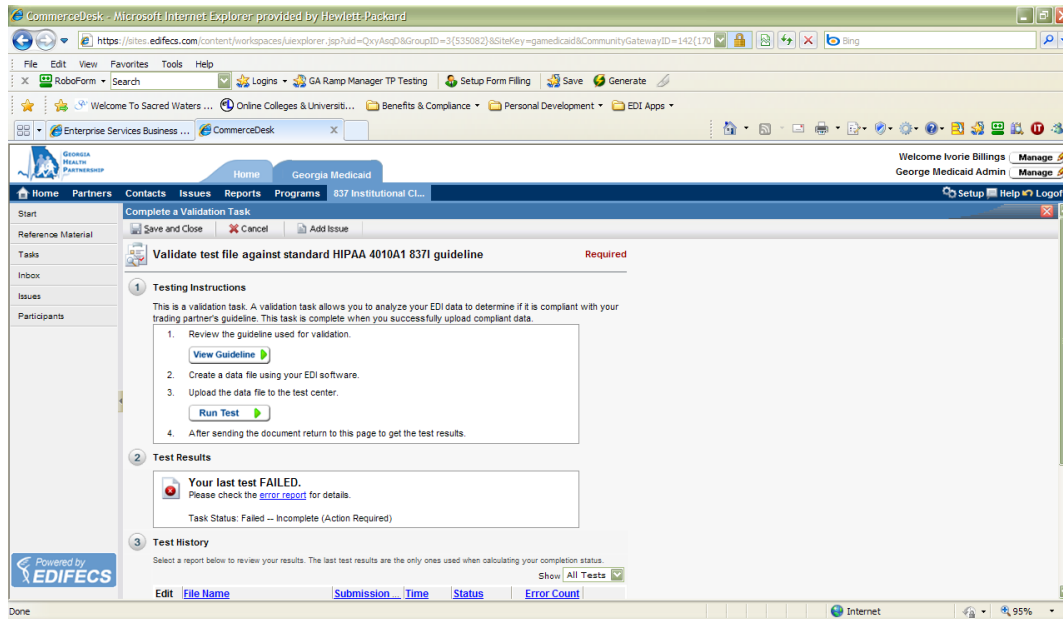
#### 5.2.3 Status Message

The “Status Message” denotes the status of completion of a specific task.



### 5.3 Validating a Data File

From the list of tasks, please click “Validate Test File”. The following screen will appear:



To validate a test file, click on Choice 3 of Field 1 “Run Test”, and follow the testing wizard. There will be four steps to complete:

1. This wizard will assist the user in uploading a data file to be tested against a guideline. After uploading, the CommerceDesk validation engine will verify the compliance of the data file and create a detailed compliance report.
2. Upload a data file for testing - Select the data file to be uploaded and tested. The data file will be uploaded when the user clicks the “Next” button. This may take several minutes depending on the file size.
3. Clean up data file – This option allows the user to remove extra characters from their file. For Georgia Health Partnership testing purposes, please just click “Next” without changing any option.
4. Complete the Validation Wizard – This screen provides a summary of what is being tested, and projects approximately how long it will take to validate the file.

Once the file has been analyzed, the results of the LAST test will be visible under Field 2 – Test Results. Field 3 – Test History will also update with an entry that allows the user to navigate to the error report for the file in question.



## Georgia Health Partnership EDI Ramp Manager

The screenshot displays the 'Validation Error Report' page in the Georgia Health Partnership EDI Ramp Manager. The report shows three errors related to the X12 Guideline V4010X096A1. The errors are listed in a table with columns for Error Data, SNIP Type, and Severity.

Error Data	SNIP Type	Severity
Element 0508 (Version / Release / Industry Identifier Code) does not match the version defined on the transaction node of the guideline. The standard version and release numbers defined in the guideline constitute a value of 'V4010X096A1'. Segment GS is defined in the guideline at position N/A. This error was detected at: Segment Count: 2 Element Count: 8 Characters: 144 through 155	1	Normal
Element 0508 (Version / Release / Industry Identifier Code) does not contain a valid identification code: '004010X096A1' is not allowed. Segment GS is defined in the guideline at position N/A. This error was detected at: Segment Count: 2 Element Count: 8 Characters: 144 through 155	2	Normal
Element NM102 (Entity Type Qualifier) does not contain a valid identification code: '1' is not allowed. Segment NM1 is defined in the guideline at position 015. This error was detected at: Segment Count: 11 Element Count: 2	2	Normal

The report also includes a section for the X12 Guideline V4010X096A1 - 837 Health Care Functional Group Header, which specifies the format of the data to be exchanged between trading partners.

### 5.4 Viewing Test Results

To view the results of previously submitted data files, click on a link listed under Field 3 – Test History.

The screenshot displays the 'Test Results' page in the Georgia Health Partnership EDI Ramp Manager. The page shows the results of a test submission, indicating that the test failed. The test status is 'Failed - Incomplete (Action Required)'. The test history table shows the submission details, including the file name, submission date, time, status, and error count.

File Name	Submission D	Time	Status	Error Count
PHYS1.FIL	03/08/2010	12:39:09	Failed	12

The page also includes a section for Notes and Comments, where users can add additional information about the test results.



This view allows for the user to choose the error report that best fits their needs. Reports can be printed, or saved to disk in order to fax, mail or e-mail to the Vendor in question that will assist in solving errors.

There are five views available:

1. Split view – This view is the most dynamic of the five. It visibly shows the data file, and links the error within the data, to the error code, and then to the Implementation Guide itself.
2. Errors View – This view only gives the semantically listing of the error.
3. Data View – This view provides a wrapped view of the data file used for validation.
4. Guide View – This view allows a user to only display the Implementation Guide.
5. Report View – This view breaks down the report by error, data, and Implementation guide. This view is the best and most suggested view to save and print off for exchange.